



United Way of Lake County

## United Way of Lake County Position Description

**Position Title:** United Way Outreach Worker for 2020 Census Community Campaign  
**20-40 hours a week**

**Reports To:** Manager, Impact Funding and Advocacy

**Position Classification:** Temporary (4-5 month)

**For More Information:** Robert Szarzynski, United Way of Lake County 847-775-1024

### Purpose of Position:

Responsible for community outreach and engagement in United Way of Lake County's 2020 Census outreach campaign in Lake County. Work with community-based organizations and municipal Complete Count Committees (CCC) to plan and engage traditionally Hard-To-Count communities in the upcoming 2020 Census. Engage individuals around importance of being counted in 2020 Census, address concerns and provide assistance when needed.

### Outreach Responsibilities:

- Works as part of the Census 2020 staff team to carry out the day-to-day functions of the United Way census programs with other program staff.
- Represent the United Way 2020 Census program publicly, meet with stakeholders; establish and foster relationships with partner organizations and relevant staff.
- Attend meetings, make presentations, conduct outreach and education activities including participating in events with a variety of interested stakeholders during and after regular work scheduled hours, including weekends.
- Perform activities such as following up on requests for information, including ensuring the correct information needed is identified, provided and understood
- Visit assigned neighborhoods and knock on doors to provide 2020 Census information
- Working with residents in assigned areas, explaining the purpose of the 2020 Census, answering their questions, and providing other census-related assistance as needed
- Work with United Way staff to assist on Complete Count Committee (CCC) meeting preparation/logistics and follow-up if needed.
- Other activities as assigned.

### Reporting responsibilities:

- Maintains all relevant data for use in reporting, including data collection and input.

### Knowledge and Experience:

- Ability to work well with people from different racial, religious and cultural backgrounds and with different personalities including vulnerable and fearful populations.
- A strong sense of justice and a recognition that all who live in the United States have a right to be counted in the US Census regardless of their circumstances or legal status.
- Excellent interpersonal and verbal communication skills and good written skills.
- Demonstrated computer experience with and basic knowledge of Microsoft Word and Outlook (Excel and PowerPoint a plus).
- A good team player who is well organized and self-driven, with ability to work independently and take initiative on areas of responsibility.
- Ability to handle multiple tasks simultaneously.
- Familiarity with Lake County geography strongly preferred.
- A valid driver's license and use of a reliable car are required. Mileage will be reimbursed
- Spanish language capacity a plus (but not required)

### Additional Requirements:

- Some evening and weekend hours are required.
- While performing the duties of this job, the employee is occasionally required to sit, stand, walk, drive/operate a car, lift and carry bags and boxes of approximately 10 pounds; talk or hear, read, use hands to finger, handle or feel objects, reach with hands and arms; climb stairs, stoop, kneel, or crouch, type, operate a computer, calculator, copy machine, telephone, fax machine and postage meter.